How to Update Your Payroll Bank Account in QuickBooks

A step-by-step guide for business owners, accountants, and payroll administrators — covering QuickBooks Online and Desktop, verification timelines, troubleshooting, and best practices to keep payroll running smoothly.

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What Is a Payroll Bank Account Update?

A **QuickBooks Payroll Bank Account Update** means changing the bank account QuickBooks uses to fund employee wages, tax payments, and direct deposits. Keeping this information current is essential for uninterrupted payroll processing and compliance.

Employee Pay

Funds employee direct deposits and printed checks on schedule.

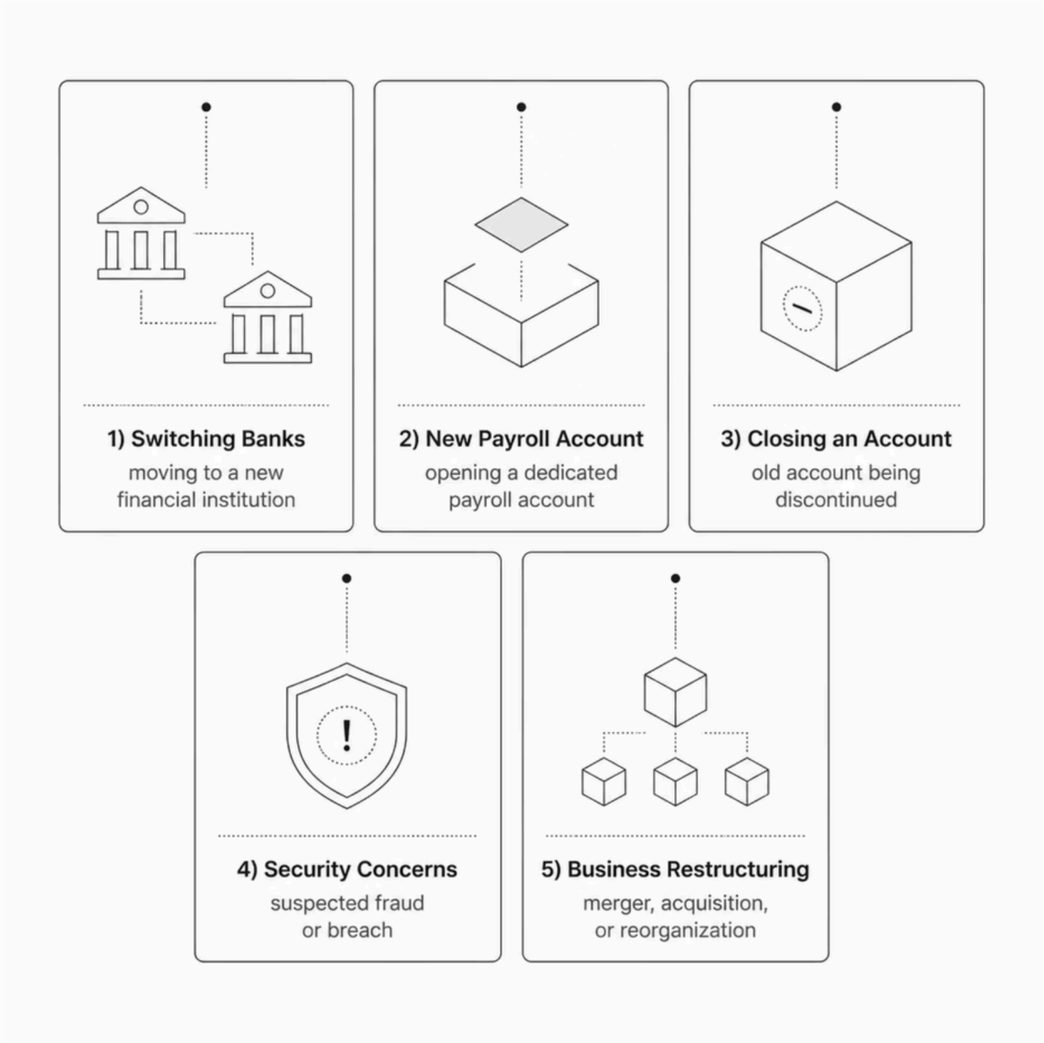
Tax Payments

Ensures federal, state, and local payroll taxes are remitted on time.

Compliance

Accurate banking records protect you from penalties and audit risks.

Why & When to Update Your Payroll Banking Details


1) Switching Banks
moving to a new financial institution
2) New Payroll Account
opening a dedicated payroll account
3) Closing an Account
old account being discontinued
4) Security Concerns
suspected fraud or breach
5) Business Restructuring
merger, acquisition, or reorganization

Common Signs Your Account Needs Updating

- **Failed direct deposits** — employees report missing payments
- **Bank account closure** — your current payroll account is being closed
- **Tax payment errors** — IRS or state agency notifications
- **Banking mismatches** — QuickBooks shows outdated routing or account numbers

Prerequisites Before You Begin

Gather these items before updating your **QuickBooks Payroll Banking Information** to avoid errors and delays.

1

New Bank Account Details

Routing number, account number, and account type (checking or savings).

2

Admin Access

Administrator credentials for QuickBooks and payroll permissions.

3

Bank Verification

Confirm the account accepts ACH transactions for payroll and tax payments.

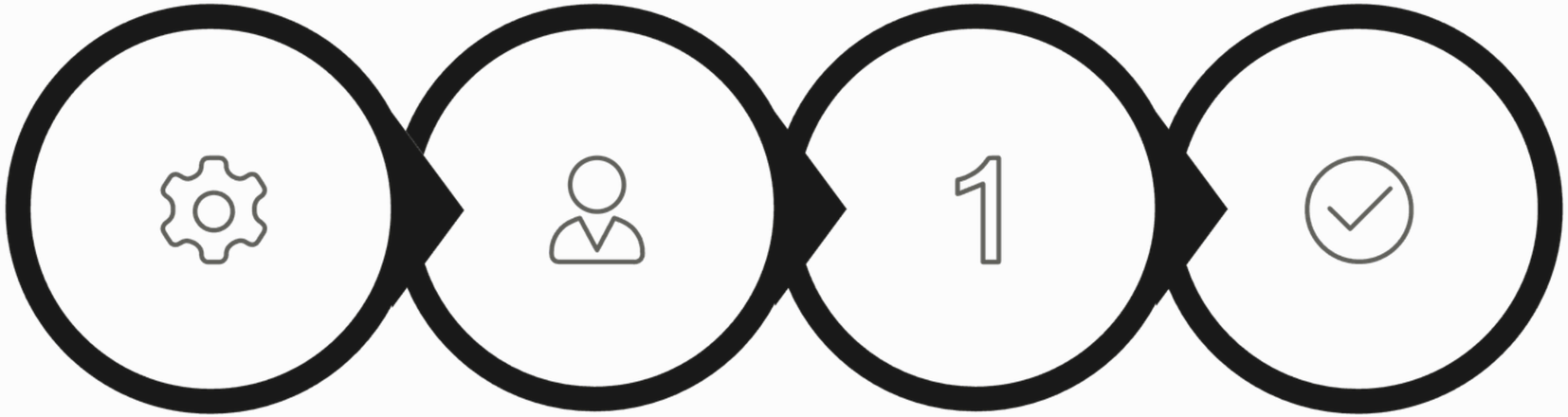
4

Clear Pending Transactions

Resolve any in-progress payroll runs or pending tax payments first.

QUICKBOOKS ONLINE

Updating Payroll Bank Account in QuickBooks Online



Open Payroll Banking

Edit Payroll Account

Enter New Routing

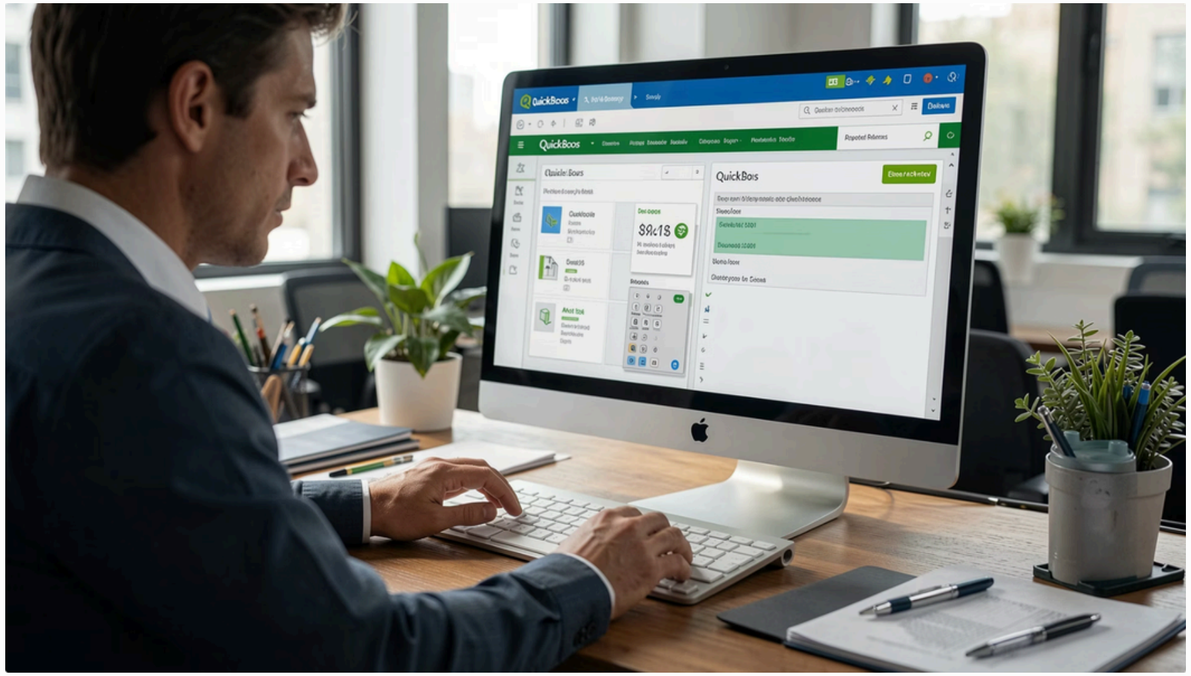
Save & Verify

Follow this sequence to update your **QuickBooks Online Payroll Bank Account** with minimal disruption to payroll processing.

Pro Tip: Make changes at least 5–7 business days before your next payroll run to allow time for verification and testing.

QUICKBOOKS DESKTOP

Changing Payroll Bank Account in QuickBooks Desktop



01

Open Payroll Center

Go to **Employees → My Payroll Services → Change Account / Direct Deposit**.

02

Select Account Type

Choose **Bank Account** for payroll funding or **Direct Deposit** for employee payments.

03

Enter New Details

Input the new routing number, account number, and financial institution name.

04

Save & Verify

Confirm changes and complete the **Payroll Account Verification QuickBooks** process.

How QuickBooks Verifies Your New Bank Account

After updating your **QuickBooks Payroll Account Change** details, Intuit uses a micro-deposit verification process to confirm account ownership.

Day 1–2

Submit new banking details in QuickBooks Payroll Settings.

1

Day 2–4

Two micro-deposits (under $1.00 each) appear in your new account.

2

Day 4–5

Log in and enter the exact deposit amounts to confirm ownership.

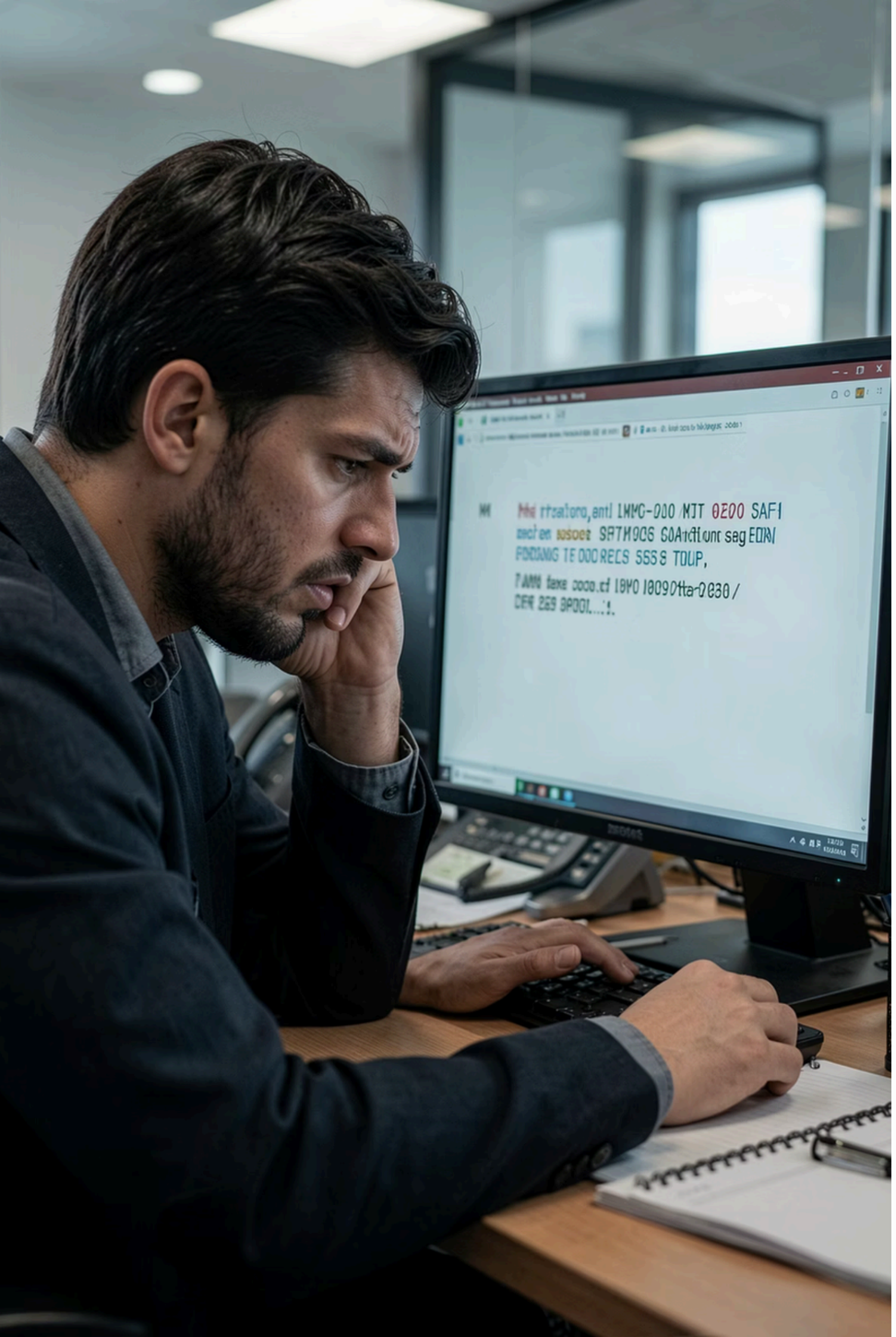
3

Day 5–7

Verification complete — payroll processing resumes normally.

4

⚠ **Important:** Do not process payroll until verification is complete. Unverified accounts may cause direct deposit failures.



Common Errors & How to Troubleshoot Them

Routing Number Errors

Double-check the 9-digit ABA routing number against your bank's official documentation. Even one incorrect digit will cause rejection.

Verification Failures

If micro-deposits don't appear within 3 business days, contact your bank first — then resubmit verification in QuickBooks.

Direct Deposit Issues

Ensure employee bank details are also updated if their accounts changed. Run a test payroll before the official run.

Account Mismatches

If QuickBooks shows a different account name than your bank, update the account nickname in **QuickBooks Payroll Settings** to match exactly.

Best Practices & Direct Deposit Considerations

After Updating Your Account

- **Run a test payroll** before your first official run with the new account.
- **Notify employees** of any changes that may affect their direct deposit timing.
- **Monitor tax payments** for the first two cycles to confirm successful remittance.
- **Keep records** of the old and new account details for audit purposes.

Direct Deposit After a Bank Change

When you **Update Direct Deposit Bank Account QuickBooks**, employee payments draw from the new account only after verification. Plan accordingly:

- Allow 5–7 business days before your next pay date
- Confirm ACH cutoff times with your bank
- Have a backup funding method ready for the transition period

Frequently Asked Questions

How long does verification take?

Typically 2–5 business days for micro-deposits to appear.

Can I process payroll during verification?

No — wait until verification is complete to avoid failed payments.

What if micro-deposits don't appear?

Contact your bank first, then resubmit verification in QuickBooks.

Do I need to update employee direct deposit info?

Only if their personal accounts changed — not when updating the company account.

Can I use a savings account for payroll?

Use a business checking account — savings accounts may not support ACH transactions.

What if payroll tax payments fail?

Verify your tax payment account separately and contact QuickBooks Payroll Support.

Key Takeaway: Keeping your **QuickBooks Payroll Banking Information** current ensures uninterrupted payroll, on-time tax payments, and peace of mind. Update proactively — not reactively.